

Robert L. Ehrlich, Jr.  
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Secretary

B. Diane Wilson  
Deputy Secretary

**Maryland Department of General Services**  
Administration • Facilities Operations & Maintenance  
Facilities Planning, Design & Construction • Procurement & Logistics • Real Estate

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This is a ***position specific recruitment***. The list of eligibles will be used to fill a position/function with the Department of General Services, Maryland State Agency for Surplus Property. This position is located at 8037 Brockbridge Road, Jessup, Maryland 20794, therefore, the selected individual ***must*** be willing to work/travel to the Jessup area. Persons interested in future vacancies in the Warehouse Supervisor classification will need to reapply.

**RECRUITMENT FOR:** Warehouse Supervisor  
Announcement Number – 06-0978-902  
(List both the title and announcement number on your application.)

**SALARY:** \$29,026 - \$45,578 (Grade 11)

**CLOSING DATE:** October 3, 2006  
**Applications must be received by the close of business**

**LOCATION:** 8037 Brockbridge Road  
Jessup, Maryland 20794

**POSITION DUTIES:** The main purpose of this position is to provide services to State Officials, Local Municipalities, Non-Profit organizations, general public and to supervise and organize the warehouse facility for the receipt, storage, display and donation of State Surplus Property and as the Primary Point of Sales representative. Additional responsibilities are to coordinate the needs of other supervisory personnel into a security plan. This position is also responsible for having inventories conducted in compliance with State and Federal regulations as it relates to the everyday activities.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

**Education:** Graduation from a standard high school.

**Experience:** Five years of supervisory experience in a warehouse involving the receipt and issue of a large volume of supplies, material and equipment, two years of which must have been at the Assistant Manager level or equivalent.

**LIMITATIONS TO SELECTION:**

Candidates ***must*** be willing to work in the Jessup area.

**RETURN COMPLETED APPLICATION TO:** Department of General Services, Personnel Division, 301 West Preston Street, Room 1309, Baltimore, Maryland 21201. ***Applications must be received by the close of business on October 3, 2006.***

**SELECTION PROCESS:** Only candidates who meet the minimum qualifications will be admitted to the examination for this classification. Therefore, it is essential that you give complete and accurate information on your application. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment list. The list will be used by the hiring agency to select an employee. This eligible list will be in effect for one year.

**EXAMINATION:** The examination may consist of a rating of your education, training and experience related to the requirements of this job. If you do not receive a request for supplemental information, the rating will be based on your application. Report all experience and/or education that is related to this job.

**INFORMATION FOR CANDIDATES:**

**Applications:** Applications may be obtained by visiting the Department of Budget and Management, Office of Personnel Services & Benefits website at: [www.workformaryland.com](http://www.workformaryland.com); by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street, Baltimore, MD 21201; by visiting 300 W. Preston Street, First Floor, Baltimore, Maryland; or by calling 410-767-4850, toll free: 1-800-705-3493; TTY users call Maryland Relay Service, 1-800-735-2258. Your application is part of the examination process. Answer each question fully and clearly. Photocopies are acceptable provided there is an original signature and copied on standard paper (8 ½" x 11").

**Qualifications:** You must possess the minimum qualifications before you may be selected for a State job. Verification will be completed by the appointing authority. If you are scheduled to complete an educational or licensing requirement within six months of the examination, you may participate in the examination process. Permanent State employees may also complete necessary experience requirements within six months of the date of an examination. Credit is given for relevant part-time, temporary or volunteer experience based on the number of hours worked per week. You must include on your application, the time you spent in such activities. You must be legally authorized under the United States Immigration Reform and Control Act to be hired in the position for which you apply.

**Eligibility:** Applicants will be notified when and where to appear for written, oral or demonstration examinations. Some examinations may consist of an evaluation of relevant training and experience. If further information is needed, notice will be sent to the candidate. Candidates who do not meet the minimum qualifications for the classification for which they apply, will not receive a ranking and their name will not appear on the eligible list.

**Physical Examination:** Eligible candidates may be required to pass a job related physical examination.